

VACANCY ANNOUNCEMENT

(Announcement Number: 10-17)

The U.S. Embassy in Kathmandu is seeking an individual for the position of Political/Labor Specialist.

OPEN TO: All Interested Candidates

POSITION: Political/Labor Specialist

OPENING DATE: May 13, 2010

CLOSING DATE: May 27, 2010

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent serves as an expert on political and labor affairs. Provides advice, prepares reports, including analysis and forecasts of political developments in Nepal. Obtains information from published and unpublished sources, often requiring translations, for the preparation of political and labor reports. Develops and maintains contacts with Government officials, political parties, labor organizations, media, educational organizations and other disparate social groups. Collects and maintains data, information and records of human rights abuses.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Bachelors degree is required.
2. A minimum of seven years of senior level professional experience in the field of human rights, government, politics, academia, or journalism is required.
3. Level IV (Fluent) reading/speaking/writing English is required. Level IV (Fluent) reading/speaking/writing Nepali is required.
4. Thorough knowledge and personal familiarity with Nepal's political, labor and social structure, institutions, parties, history and key personalities is required.
5. The ability to write effectively in English; to organize time and set goals on own initiative; to conduct research and analysis; to interpret and interrelate current events; to maintain a variety of contacts and to function in a relatively sophisticated social environment is required. Ability to use internet, MS Word and Excel is required.

TO APPLY

Interested applicants must submit a letter of application, current resume or curriculum vitae and copies of other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification requirements of the position as listed above **OR** the application will not be considered.

SUBMIT APPLICATION TO (Please clearly mark your envelope as “Application for Political/Labor Specialist”)

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

Email: recruitktm@state.gov

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